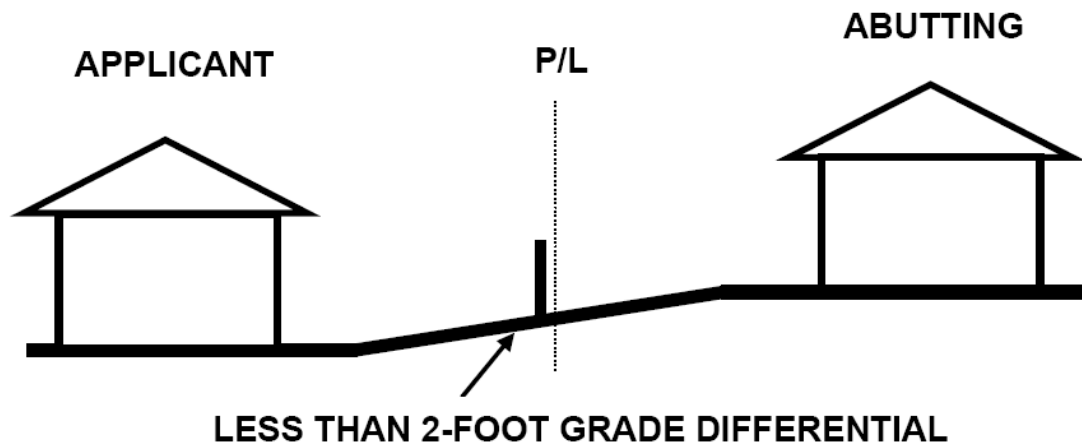


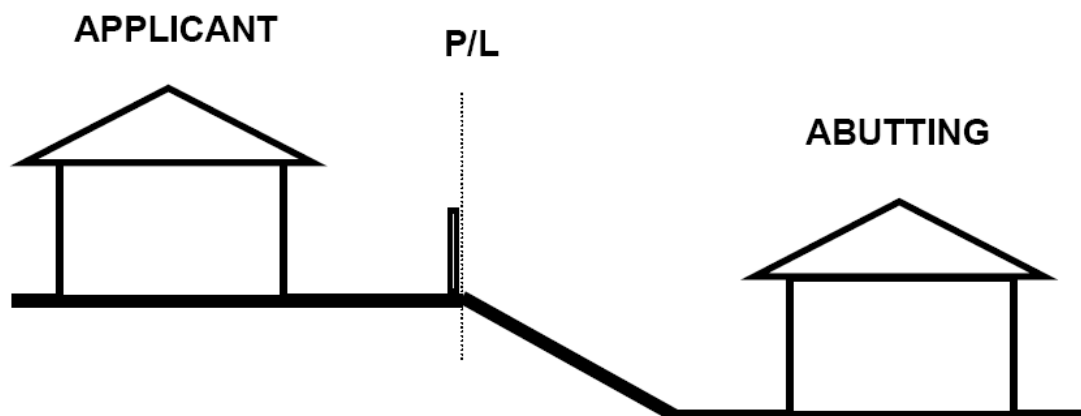
### FENCES, WALLS AND HEDGES PERMIT

This application is required for any fence, wall or hedge constructed within the rear yard setback adjacent to a rear property line or for any wall or hedge constructed within the side yard setback adjacent to an interior side property line of any contiguous or abutting parcel. Existing fences, walls or hedges may be replaced without a permit if replaced at the same height or lower and with the same type of physical barrier (fence for fence, wall for wall, etc), or with material which would be less obtrusive to potential views (i.e. stucco wall to wrought iron fence). A fence is defined as any physical barrier that allows the passage of at least 80% light and air. If your lot configuration matches one of the following conditions, you are exempt from this permit application.

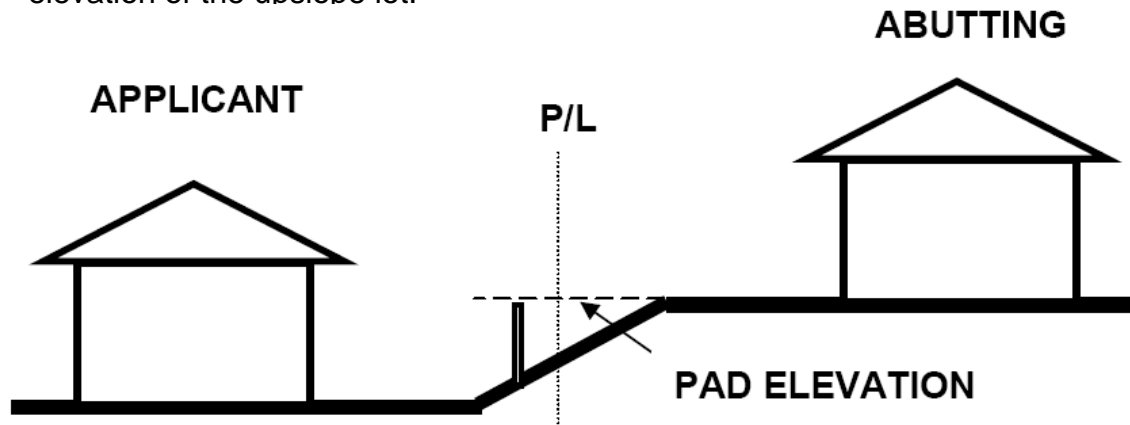
1. If the grade differential across the adjoining lots, measured perpendicular to the boundary between the two properties contiguous to or abutting the fence, wall or hedge does not exceed two feet.



2. If the lot on which the fence, wall or hedge is proposed is located upslope of any property contiguous or abutting the location of the fence, wall or hedge.



3. If the top of the fence, wall or hedge would be at an elevation lower than the pad elevation of the upslope lot.



The City's primary concern in processing a Fence, Wall and Hedge application is to ensure that the rear yard and side yard views from upslope lots are protected from intentional or inadvertent impairment of views.

Some of the major items Staff will be checking are:

- The height and location of the proposed fence, wall or hedge.
- Whether the fence, wall or hedge will significantly impair a view from the viewing area as defined in Section 17.02.040 of the Rancho Palos Verdes Development Code.

If you are unsure of any of the City's requirements in these areas, it is suggested that you contact the Planning Division before going to the expense of having plans prepared. Preliminary discussions with the Community Development Staff may reveal potential conflicts with the Development Code, or may indicate that a different application is required.

When you are ready to file your application, make certain the entire form is completed and that you have all the required materials. This will allow us to process your application without unnecessary delay.

The following materials must be submitted in order to process your request:

- Residential Planning Application form, completed and signed by the property owner.
- Three (3) copies of the site plan. The site plan should include dimensions of the lot, all property lines and streets, dimensions and location of proposed fences, walls and hedges, both existing and proposed.
- Three (3) copies of a diagram of the side view of the fence, wall or hedge, the elevations, including the proposed height, materials, and a section drawing identifying the relationship between the subject property and abutting properties.
- Indicate the topography of the lot, either by elevation call-outs or topographic lines.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all properties **adjacent** to the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
  - Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which is **adjacent** to the subject property (applicant). The name and address of every property owner (including applicant) must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
  - Filing fee: \$2,192 Application Fee + \$4 Data Processing Fee = \$2,196
- \$18.00** Historic Data Entry Fee (one-time fee per property, if applicable).

#### **IMPORTANT**

- When filing your application, make certain the entire uniform application is completed and that all the required submittal materials are included, OTHERWISE THE APPLICATION MAY NOT BE ACCEPTED FOR FILING.
- Pursuant to Section 17.86.050 of the RPVMC, THE CITY WILL NOT ACCEPT ANY DEVELOPMENT APPLICATION(S) FOR A LOT OR PARCEL THAT IS IN VIOLATION OF THE CITY'S MUNICIPAL CODE, UNLESS AN APPLICATION IS SUBMITTED TO CORRECT A VIOLATION.
- Projects involving new construction and additions or tear-down / rebuilds will require approvals from the Los Angeles County Fire Department. Prior to planning application submittal, it is highly recommended that you take your plans to the Fire Department's Hawthorne Office to obtain their requirements, which may include costly upgrades. The LA County Fire Department Fire Prevention Division is located at 4475 W. El Segundo Blvd. Hawthorne, CA. 90250 (phone 310-263-2732.).
- Projects such as new structures, foundation underpinning and basements require City approval of a soils/geology report. Other projects may require a \$255 *Category 1* site visit by the City Geologist to determine if a soils/geology report will be required. Prior to planning application submittal, it is highly recommended that you contact the Building & Safety Division to address the geological review of your project. Approval of any required soils/geology report may be pursued during the planning application review process.
- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

## CITY OF RANCHO PALOS VERDES INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

### VICINITY MAP

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

### PROPERTY OWNERS MAILING LIST

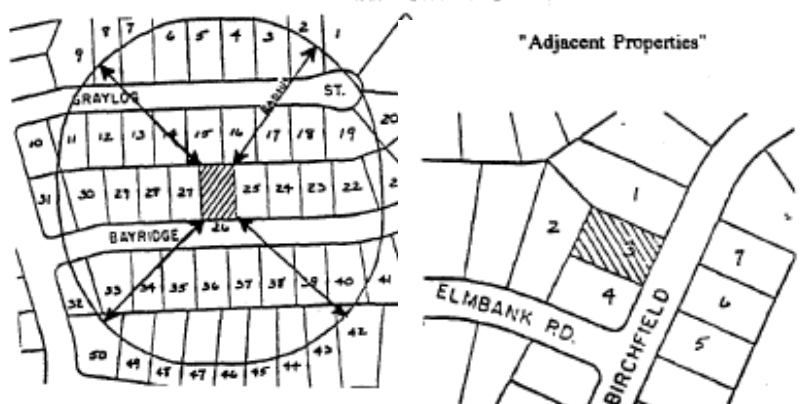
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

### **SAMPLE MAILING LABELS**

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

1	2
Harold Jackson	Malcolm Hill
773 Graylog	4117 Greenwood Meadow
RPV, CA 90275	Torrance, CA 90503

### **SAMPLE VICINITY MAPS**



## CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) \_\_\_\_\_

Applicant Name \_\_\_\_\_

Subject Property Address \_\_\_\_\_

Notice Radius Required \_\_\_\_\_

Number of property owners to be notified \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

\_\_\_\_\_  
Property Owner (Applicant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

***Map Makers and Ownership Listing Services  
that may prepare radius maps and mailing lists***

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

Srour & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srour

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619

NotificationMaps.com  
23412 Moulton Parkway, Ste. 140  
Laguna Hills, CA 92653  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)  
Attn: Martin Parker

City Radius Maps  
300 E. Bonita #3641  
San Dimas, CA 91773  
(818) 850-3382  
Attn: Robert Simpson